



# CITY OF ATLANTA

KEISHA LANCE BOTTOMS  
Mayor

OFFICE OF THE CITY SOLICITOR  
3<sup>RD</sup> FLOOR  
150 GARNETT STREET S.W.,  
ATLANTA, GEORGIA 30303-3700  
TEL (404) 658-6618 FAX (404) 658-7956

RAINES F. CARTER  
City Solicitor

## INITIAL REQUEST TO ENTER A PLEA IN ABSENTIA

DEFENDANT'S NAME: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

Daytime phone: (\_\_\_\_\_) - \_\_\_\_\_ Email address: \_\_\_\_\_

I ACKNOWLEDGE THAT I AM ACCUSED OF THE CRIMINAL / TRAFFIC CHARGE(S), LISTED BELOW:

CHARGE: \_\_\_\_\_ CITATION NO: \_\_\_\_\_

CHARGE: \_\_\_\_\_ CITATION NO: \_\_\_\_\_

CHARGE: \_\_\_\_\_ CITATION NO: \_\_\_\_\_

If you have more than three charges, write them on a separate sheet of paper and attach it to this document.

## READ CAREFULLY AND FOLLOW INSTRUCTIONS

I WISH TO ENTER A PLEA OF **GUILTY** AND WISH TO DO SO IN ABSENTIA. THAT IS, I WISH TO ENTER MY PLEA WITHOUT APPEARING PERSONALLY BEFORE A JUDGE. BY ENTERING A PLEA OF GUILTY, I AM ADMITTING TO EVERY ELEMENT OF THE CHARGE(S) AGAINST ME, AND WISH TO BYPASS TRIAL TO GO DIRECTLY TO THE SENTENCING PORTION OF THE PROCEEDINGS. I UNDERSTAND THAT IF MY PLEA IS ACCEPTED BY THE COURT, THE JUDGE WILL IMPOSE A FINE AND COURT COSTS AS SET FORTH IN SUBSEQUENT DOCUMENTS RECEIVED FROM THE OFFICE OF THE CITY SOLICITOR.

The majority of requests to enter a plea in absentia are accepted. However, there are pleas that are rejected for various reasons. You will be notified through the mail, if your plea in absentia is rejected at any point during the process. Please note that once you receive documents from the City of Atlanta's Office of the City Solicitor, you must follow the instructions set out in said documents. Failure to submit requested information or follow instructions may result in the rejection of your plea in absentia. All plea in absentia cases are given a **90-day** reset court date. This is the date by which you should have your case completed through the mail. If your case cannot be completed through the mail in 90 days, then the reset date becomes an actual court appearance date upon which you must appear. Failure to appear at a court appearance date may result in the suspension of your driving privilege and a \$100.00 penalty in addition to fines and fees associated with your case. **You may email this request to [municourt@atlantaga.gov](mailto:municourt@atlantaga.gov), you may fax this request to (404) 546-9339, or you may mail this request to:**

CITY OF ATLANTA MUNICIPAL COURT  
ATTN: OMBUDSMAN UNIT/PIA  
150 GARNETT STREET, SW  
ATLANTA, GEORGIA 30303